

Edison Go-Live Important Dates

We're excited about the upcoming launch of the new Edison system. Below are some of the important dates related to the implementation of Edison. We hope you will mark your calendars accordingly.

Sept. 16: Edison Goes LIVE!

Employees are encouraged to log into Edison to test their User ID, reset their password and set up their password hint. The full functionality of Edison will not yet be available.

Sept. 22: Applicant System Available

The Applicant System will begin accepting career service applications on this date.

Sept. 25: Edison Time Entry Begins

Time entry, leave requests and overtime requests can be entered in the system starting on this date. Please check with your Supervisor for more information about how your agency will enter time. You may also visit <http://intranet.state.tn.us/erp/hcmgolive> and click on the "Time Entry" link for more information.

Sept. 30: Edison Time Entry Deadline

Employees and Timekeepers must enter time for the September 16-30 pay period by this date.

Oct. 1: Edison Enterprise Learning Management (ELM) Goes LIVE!

On October 1, the full functionality of the Human Capital Management (HCM) modules of Edison will be available.

October 3: Time Approval Deadline

All managers and supervisors must approve time in Edison for the September 16 - 30 pay period by this date.

October 7: HR Lockout for Payroll

HR actions entered and approved prior to October 7 will impact current pay period. HR actions entered and approved on or after Oct. 7 will impact the NEXT pay period.

October 10: Paycheck Information Available in Edison

Employees will be able to view and print their paycheck in Edison through Employee Self-Service.

October 15: First pay day via Edison**October 23: Time Approval Deadline**

All managers and supervisors must approve time in Edison for the October 1-15 pay period by this date.

NOTE: These dates apply to employees who are paid semi-monthly. Please contact your supervisor for more information about the schedule for employees who are paid on a different frequency.

Letter from the Director

Dear
Colleagues:



We are thrilled to finally introduce you to the new Edison system! After more than two years of hard work, dedication and cooperation, we are excited to reach this very important milestone.

We have finally made it to this point in the Project thanks to the dedication of countless individuals and agencies. The implementation of the Edison system has truly been a team effort and we are grateful to everyone who has contributed to the success of the Project along the way.

Although there are numerous people who have been closely involved with Edison for months, many employees are just now being introduced to Edison. For those individuals who are just now learning about Edison, we understand that this new system is a big change. We also realize that it may take some time for employees to feel comfortable using the new system. However, we feel very confident that Edison will improve how the State does business and serves its citizens.

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Logging into Edison

All employees should receive a letter with their permanent User ID and temporary password for Edison. Along with the letter, employees will also receive a short welcome packet that provides instructions for logging into Edison and setting up their password hint. The welcome packet will also include other important resources, such as paycheck information, help desk phone numbers and links to the Employee Self-Service (ESS) and Manager Self-Service (MSS) Computer-Based Training (CBT) tools.

Agency Human Resources offices will be distributing the letter and welcome packets. Employees will receive the letter

and welcome packet from their HR office by September 15. If you do not receive a letter by this date, please contact your HR Director.

Once the Edison system is available on September 16, we encourage all employees to log into the system to make sure their User ID works properly. You can access Edison by going to:
<https://www.edison.tennessee.gov>

If you need assistance logging into Edison, you can refer to the Go-Live Information Center online at: <http://intranet.tn.us/erp/hcmgolive> or you can contact your agency Power User or the Edison Help Desk.

Computer-Based Training Required for Employees

To learn how to use the Edison system, all employees must take the Computer-Based Training, or CBT, for Edison Employee Self-Service. The Employee Self-Service CBT will teach you how to perform basic tasks in Edison, such as viewing your paycheck, updating your personal information and reporting your time.

Additionally, all managers and supervisors must take the Manager Self-Service CBT to learn how to perform various managerial functions such as approving time and entering performance evaluations.

You can access the Computer-Based Training using the following links:

- **Edison Intranet:** <http://intranet.state.tn.us/erp/training.html>
- **Edison Internet:** http://www.state.tn.us/finance/ERP_files/cbt.html

To view the CBTs properly, your computer must have the following settings:

- Internet Explorer 6 or 7
- Pop-up blocker turned off
- Screen resolution set at 1024 by 768 pixels or higher
- Adobe Flash Player (*You may need to talk to your agency IT person if this software is needed*)
- Volume turned on

If you need help changing these settings on your computer, please visit <http://intranet.state.tn.us/erp/hcmgolive> and click on the CBT link. This page provides common questions and instructions for changing your computer settings. You may also call your Edison Power User or the Edison Help Desk for assistance.

Letter from the Director

(continued from page 1)

To help employees get the information they need about Edison, we have developed a Go-Live Information Center. We hope that you will refer to this site as you have questions about Edison. You can read about the Go-Live Information Center in this edition of the newsletter.

This “Go-Live edition” of the newsletter also provides resources and information that will help you as we transition to Edison. We hope you will take the time to read the information and share this with others in your agency. We want to make sure everyone has the information they need to feel prepared for Edison Go-Live.

Again, we want to thank you for your support of the Project Edison team and the new Edison system. We look forward to working with each of you to make the implementation of the Edison Human Capital Management system a success!

Sincerely,

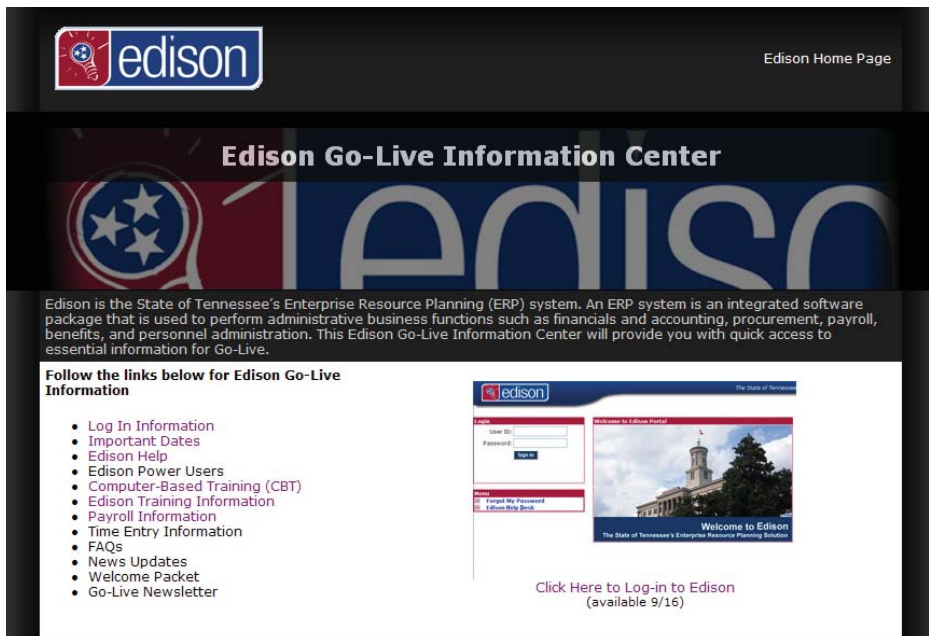
Stephanie Richardson
Director, Project Edison

**Edison Available on
September 16!**

**Log in at:
<https://www.edison.tennessee.gov>**

GO-LIVE INFORMATION CENTER

<http://intranet.state.tn.us/erp/hcmgolive>



Edison Home Page

Edison Go-Live Information Center

Edison is the State of Tennessee's Enterprise Resource Planning (ERP) system. An ERP system is an integrated software package that is used to perform administrative business functions such as financials and accounting, procurement, payroll, benefits, and personnel administration. This Edison Go-Live Information Center will provide you with quick access to essential information for Go-Live.

Follow the links below for Edison Go-Live Information

- Log In Information
- Important Dates
- Edison Help
- Edison Power Users
- Computer-Based Training (CBT)
- Edison Training Information
- Payroll Information
- Time Entry Information
- FAQs
- News Updates
- Welcome Packet
- Go-Live Newsletter

Click Here to Log-in to Edison
(available 9/16)

The Edison Go-Live Information Center provides resources to help employees transition to the Edison system. Employees should refer to this site for Frequently Asked Questions (FAQs), information about logging into the system, training information and much more! We encourage employees to bookmark this site so they can visit it often for news, updates and other information about Edison. The link is:

<http://intranet.state.tn.us/erp/hcmgolive>

The site can also be accessed from the Edison Intranet site home page by clicking on the link in the center of the page. The Edison Intranet site can be found at:

<http://intranet.state.tn.us/erp>



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- Ent. Readiness
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- Learning
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Edison Go-Live Information
click here for

edison notes
Click here to go to the Edison Go-Live Information Center
Go Live Info

get connected

Liaison	Status Reports	General
Agency Information	Edison Status 07.11	Basic Navigation UPK
Liaison Mtg PPT 09/08	Edison Status 07.18	Training Assts Form
Implement. Sched	Edison Status 07.25	Edison Requirements
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featured event
edison TRAINING
[view featured info]

What is Edison?
Edison Acronyms

Have a Question?
call the Edison Help Desk at
615-741-HELP
866-376-0104

calendar
10.01.08 - HCM Go-Live

Once Edison goes live, much of the information from the Go-Live information Center can also be found within the Edison system by selecting the "Edison Information" or "Edison Training" links in the left navigation bar. Additionally, the "Edison News" box will also offer information and updates about Edison.

Resources for Assistance with Edison

Before calling the Edison Help Desk, follow these steps to get the support you need:

- 1. Computer-Based Training.** The Employee Self-Service and Manager Self-Service Computer-Based Training (CBT) tools will show you how to use Edison and will answer many of the questions you may have. Links to the CBTs can be found at the Go-Live Information Center at <http://intranet.state.tn.us/erp/hcmgolive> or by going directly to one of the links below:
<http://upk.edison.tennessee.gov/ess>
<http://upk.edison.tennessee.gov/mss>
- 2. Supervisor or Edison Power User.** If you still have questions, ask your Supervisor or one of your agency's Edison Power Users for help. You can find a list of agency Power Users in the "Go Live Information Center" on the Edison Intranet site at <http://intranet.state.tn.us/erp/hcmgolive>
- 3. Edison Help Desk.** If you are still unable to resolve the problem, please call the Edison Help Desk and a customer service associate will assist you.

Edison Help Desk

615-741-HELP (4357) or 866-376-0104 (toll free)

EXTENDED HOURS

September 16 - October 31

Monday – Friday

7:00 a.m. to 7:00 p.m. (Central Time)

Edison Power Users

Every agency has selected a core group of employees to serve as Edison Power Users during the weeks surrounding Edison Go-Live. Power Users offer agency-level support for employees who need basic help using Edison. **Employees are encouraged to contact their agency Power User for help BEFORE calling the Edison Help Desk.**

Edison Power Users have been trained to provide help with tasks such as resetting your password, logging into Edison, viewing your paycheck or entering your time. To find a list of your agency's Power Users, please visit the "Go Live Info Center" at:
<http://intranet.state.tn.us/erp/hcmgolive>

Benefits Admin. Service Center

800-253-9981

615-741-3590

7 a.m. to 5 p.m.

Employees may call the Benefits Administration Service Center to receive assistance with the following:

1. General Benefit inquiries
2. Changes in family status
3. Enrollment questions
4. Deferred compensation
5. Flexible benefits

Payroll Call Center

877-944-3873

615-741-PAID

7 a.m. to 5 p.m. (Central Time)

Employees may call the Payroll Call Center regarding the following questions or issues:

1. Taxes and deductions
2. How to view your paycheck via ESS
3. How to make changes using ESS
4. Employment verifications
5. Direct Deposit questions
6. Lost or destroyed checks
7. Questions about W-2 forms

Changes in Payroll Calculations

If your paycheck is different than before Edison and the gross pay is correct, please consider these changes that may have an effect on the employee's net pay:

Social Security & Medicare Social Security Tax Differences

In the current legacy system, Social Security and Medicare Social Security taxes are called FICA/MFICA. In the Edison system, this is known as OASDI (Fed OASD/EE) and Medicare (Fed MED/EE). Therefore, you will now see these OASDI and Fed MED/EE on your paycheck instead of FICA/MFICA. Also, please note that the rounding of OASDI and Medicare taxes is calculated differently in Edison, which may cause an employee's net pay to be a slightly different amount.

Longevity Withholding

The Edison system will no longer generate longevity pay on a separate check. Instead, it will be included on the employee's regular paycheck and show as a separate earnings code. In accordance with IRS regulations, the combined earnings will be taxed according to the employee's federal tax

status and exemptions at the time of payment. This calculation will be also be different in Edison than in the current system.

Credit Union Changes to Direct Deposit Distribution

Credit Union payroll deductions will be converted to a distribution of net pay via direct deposit into the employee's credit union account. The pay advice will show that the designated amount was sent as a direct deposit to the employee's credit union in the 'Net Pay Distribution' section. This change is a conversion effort led by the Edison team and does not require any action on the part of the employee.

State Tax

Edison has the capability of taxing State of Tennessee employees who live in States that have an income tax. The State tax deductions will begin in January 2009. Central Payroll will notify affected employees of this change by letter.

Lien Deductions

Longevity payments and other earnings in addition to an employee's base pay will be subject to lien deductions if applicable.

Online Pay Stubs

With the implementation of Edison, you will be able to view your paycheck information online through Employee Self-Service. Beginning with the September 16 - 30 pay period, you will no longer receive a pay advice in the mail. Instead, you can log in to the Edison system to view your paycheck information.

You will be able to see your paycheck information in Edison starting October 10. To see what your online pay stub will look like in Edison, go to: <http://intranet.state.tn.us/erp/>

TIME ENTRY INFORMATION

On September 25, employees will be able to enter their time, overtime requests and leave requests into Edison for the September 16 - 30 pay period. It is important to check with your supervisor to see how your agency will be entering time. You can also visit the Time Entry section of the Edison Go-Live Information Center, which provides a list of agency time entry policies.

If you haven't already done so, we encourage you to review the Employee

Self-Service and Manager Self-Service Computer-Based Training tools. This training will show you how to enter and approve time. It is very important that you are familiar with this information before Go-Live.

If you have questions about time entry, please contact your supervisor, Timekeeper or one of your agency's Edison Power Users for assistance. These contacts are familiar with your agency's time entry policies and will

be best equipped to help you. If these individuals are unable to assist you, they will contact your agency's Super User, a Time and Labor Administrator for your agency. If you still need assistance, you can then call the Edison Help Desk.

We also encourage you to check out the Time Entry section of the Go-Live Information Center for additional time entry resources. You can find this page at: <http://intranet.state.tn.us/erp/hcmgolive/timeentry.html>